



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 1.6.3	Subject: RESEARCH ACTIVITIES OF NON-DEPARTMENT AGENCIES
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 6: Information Systems and Research	Revision Date:
Signature: /s/ by Director 8/20/96	Effective Date: Dec. 1, 1996

I. POLICY:

It is the policy of the Montana Department of Corrections to support and assist the corrections research efforts of other governmental entities, academic institutions and foundations where those efforts do not compromise the security and operational integrity of Department programs or the safety, security and confidentiality of Department staff or offenders sentenced to the Department.

II. AUTHORITY:

53-1-201, MCA. Purpose of the Department of Corrections

53-1-203, MCA. Duties of the Department of Corrections

53-1-206, MCA. Participation by Institutions in Research Programs

DOC 1.1.3. Organization and Responsibility

DOC 1.6.1. Research and Evaluation

III. DEFINITIONS:

None.

IV. PROCEDURES:

The Department has identified specific criteria for the review and approval of research proposals submitted by outside entities. Those criteria are:

- 1) All results of research projects conducted by any outside entity and involving any Department program are to be considered within the public domain. No research proposal in which the results are denied to the public or its agencies will be approved without the

express permission of the Department Director.

- 2) No research project may be conducted without the approval of the Department Director.
- 3) All research proposals must be accompanied by a detailed prospectus which must include:
 - C the title of the proposed study;
 - C names and addresses of the principal researcher(s) and all project staff;
 - C an endorsement by a recognized research entity certifying that the proposed project is for valid scientific, educational or other public purposes; and
 - C a summary of the goals of the study and the justification for the research.
- 4) All requests by non-Department entities to conduct research within Department programs will be reviewed by research staff and appropriate program managers to determine the potential effect of each proposal on the security and operational integrity of the Department program to be involved.
- 5) Where proposed research is unlikely to interfere with Department programs and the anticipated results are deemed to be of positive public benefit, the request will be approved.
- 6) Where proposals are likely to interfere with Department programs, Department research staff will advise the requesting entity to alter the nature of the request to eliminate anticipated negative effects. Approval will be contingent upon minimization of the expected impact of the altered proposal on Department programs.
- 7) No research requests will be approved that will require data that are not available to the Department, unless the requesting entity will gather and process all such data.
- 8) No research request that will directly involve increased Department expenditures without benefit to the Department will be approved.
- 9) No Department employee may receive compensation, remuneration or payment of any kind for participation or assistance in any research project, other than his/her normal salary.

V. CLOSING:

Questions concerning this policy shall be directed to the Administrator of the Administrative Services Division.